



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum **No. CA-2005-027**

Expires: 09/30/06

To: ACOs  
Attn: Procurement Officers and Printing Coordinators

From: Deputy State Director, External Affairs

Subject: Departmental Copying Policy

### **Program Area:** Printing

**Purpose:** This Instruction Memorandum issues guidance for procuring local copying services.

**Policy/Action:** The Department of the Interior recently issued guidance for procuring copying services through a local vendor (see attached).

Offices/employees may procure copying services when all three of the following criteria are met:

- In-house copying equipment, a GPO contractor, or another Government agency with whom we have an agreement with is not available, or when employees are on official travel or attending a conference,
- Quantities do not exceed 500 single sheets or 2,500 aggregated (combined) sheets, and
- Cost does not exceed \$500.

This policy does not apply to duplicating. Duplicating is the mass reproduction of materials beyond the capacity of the office copier. Volumes range between 500 to 5,000 single pages and 25,000 production units in the aggregate of multiple pages. When volumes are above 5,000 single pages, they are sent to commercial printers.

Payments for copying services may be made on a government issued credit card. Please note that only employees with "purchase authority" may use government issued credit cards to procure copying services. Attached is a form that must be completed and retained as documentation with the credit card statement, and a copy faxed to the bureau printing officer (Lee Campbell, fax 303-236-9470) and the state printing specialist (AJ Ajitsingh, fax 916-978-4620).

**Time Frame:** This guidance is effective immediately.

**Background:** Previously, the Printing and Binding Regulations developed by the Joint Committee on Printing did not distinguish between copying, duplicating, and printing. All work that was not produced on in-house equipment was required to be placed on a GPO contract. In addition, the Government Purchase Card was not to be used to pay for printing.

**Budget Impact:** None

**Contact:** Direct comments and questions to AJ Ajitsingh (916) 978-4623 or Mary Lou West (916) 978-4612.

Signed by:  
Tony Staed  
DSD, External Affairs

Authenticated by:  
Richard A. Erickson  
Records Management

2 Attachment

1. WO IM No. 2005-079 (6 pp.)
2. Copy Work Obtained from a Commercial Source (1 pp.)